



# City of Milpitas

## Announces a job opportunity for **Budget Manager**

**Department:** Finance  
**Annual Salary Range:** \$93,143 - \$122,604  
**Final Filing Date:** **Friday, May 15, 2015**

### **About the Position**

The Budget Manager plans, organizes, directs, and personally performs professional budgeting activities in conformance with the principles and procedure of public finance, budgeting, and budgetary control. This position is responsible for the development, maintenance, and operation of the City's Annual Budget, Housing Authority Budget, all non-departmental budgets, and for providing financial information and analysis to aid in executive management decision making.

The Budget Manager is responsible for performing the highest level of complex budget analysis. The incumbent has frequent interaction with staff and leaders of other City Departments, the City Manager, the Mayor and Council, and citizens. This position reports to and receives direction from the Director of Financial Services and exercises direct and indirect supervision over assigned professional, technical, and clerical staff.

### **Examples of Duties** - duties may include, but are not limited to, the following:

- Plan, organize, direct and coordinate the City's budget processes and prepares the City's budget, the Housing Authority budget, and all non-departmental budgets.
- Forecast revenues and expenditures for the City's General Fund and other funds using trend analysis or other appropriate econometric models/soft wares.
- Prepare financial and budgetary materials for City Manager and Council Budget Review Sessions, public hearings and Council meetings; participates in development of financial planning strategies; directs and/or performs compilation of data.
- Develop budget policy and formulate recommendations to the Director and assist in the implementation of the budget policy and other Department policies.
- Coordinate the integration of budget amendments/transfers in the budget system, revenue and expenditure analysis, and quarterly budget status reports.
- Develop procedures to facilitate monitoring revenues, expenditures, encumbrances, and capital projects in compliance with federal, state and municipal ordinances.
- Review and approve, within delegated authority limits, request for budgetary changes, travel and training and contractual services by City departments' staff and/or directors during the fiscal year.
- Direct staff activities related to budget preparation, completion, evaluation and ongoing review.
- Supervise staff activities related to investment, debt management and risk management.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### **Education:**

Bachelor's degree from an accredited college or university in Business or Public Administration with specialization in Finance, Accounting or a closely related field. Masters degree and CPA license is highly desirable.

#### **Experience:**

Five years of increasingly responsible administrative experience in municipal finance, including at least two years supervisory experience.

## Special Requirements

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment, attend night (evening) meetings, and travel to various locations within and outside the City of Milpitas.

## Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

## To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

## Salary and Benefits

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range is \$93,143 to \$122,604 annually. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 8.3% towards the employer PERS contribution, with a reduction to 4.3% towards the employer PERS contribution effective July 1, 2015.
- Vacation - 16 days per year to a maximum of 36 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

455 E. Calaveras Blvd., Milpitas CA 95035-5411  
PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

